

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC Supplement 1
to AR 600-20

22 May 1989

Personnel--General

EQUAL OPPORTUNITY PROGRAM IN THE ARMY

Local supplementation of this supplement by major subordinate commands is permitted, but not required. One copy of the supplement will be furnished to HQ AMC, ATTN: AMCEE-M, for approval prior to publication.

AR 600-20, 30 March 1988, is supplemented as follows:

Page 1, Applicability. Add the following:

This supplement applies to Headquarters, U.S. Army Materiel Command (AMC) and AMC's major subordinate commands (MSCs) (including subordinate installations and activities reporting directly to HQ AMC).

Page 19, paragraph 6-2e. Add subparagraphs (6), (7), and (8) after subparagraph (5).

(6) The Director, AMC Office of Equal Opportunity, has staff responsibility for plans, policies, and programs pertaining to the AMC Equal Opportunity (EO) Program to include the development, publication, and monitoring of the military Affirmative Action Plan (AAP).

(7) The AMC Office of EO will conduct EO staff assistance visits/EO program reviews of each MSC on a biennial basis.

(8) The prescribed tour length for Equal Opportunity Advisers (EOA) is 24 months.

Page 19, paragraph 6-2g. Add subparagraph (8) after subparagraph (7).

(8) Commanders reporting directly to HQ AMC annually furnish EO program-related financial data as specified in schedule 3, DA Command Operating Budget (RCS CSCAB-205). Special instructions and reporting schedules will be disseminated through resource management channels.

*This supplement supersedes AMC Supplement 1, 5 May 87, to AR 600-21, 30 Apr 86.

Page 20, Paragraph 6-6a. Add subparagraph (3) after subparagraph (2).

(3) Commanders will monitor the assignment and utilization of Equal Opportunity Management Institute (EOMI) trained personnel to ensure that they are not diverted outside the EO staff structure of the organization. EOA positions will be documented and properly coded in the TDA to reflect grade, MOS, and appropriate SQI (Q) for enlisted personnel. Advance notice of any planned changes in EO staffing levels or TDA coding will be submitted to Commander, AMC, ATTN: AMCEE-M. Installations and activities where full-time EO staffing is not authorized will appoint a part-time or collateral EOA. Individuals selected for additional duty in EO will, as a minimum, be in grade E6, have one year retainability, and attend an Equal Opportunity Representative's Course (EORC). Authorized staffing list of EOAs in AMC is at **appendix D**.

Page 20, paragraph 6-6c. Add the following:

As an exception to Army policy, AMC is exempt from the regulatory provision prohibiting civilian Equal Employment Opportunity (EEO) personnel from supervising military EOA's. The basis for this exception to policy is the uniqueness of AMC where approximately 92 percent of the assigned personnel are civilian.

Page 20, paragraph 6-6d. Add subparagraph (13) after subparagraph (12).

(13) Conduct annual staff assistance visits to subordinate commands and separate activities with the purpose of providing commanders and supervisors on-site assistance in operating their EO programs.

Page 21, paragraph 6-8, Procedures for processing complaints. Add subparagraphs (d), (e), (f), (g), (h), (i), and (j) after subparagraph (c).

(d) It cannot be overemphasized that the chain of command is the primary channel for correcting EO complaints.

(e) The office of EO will process all EO complaints, fully documenting in appropriate files, all complaints, actions taken to resolve, and final resolutions.

(f) The office of EO will conduct an informal inquiry with the individual chain of command. When resolution of the EO complaint cannot be resolved at this level within 10 workdays, the Office of EO will refer complaint to the appropriate commander to discuss the best possible solution of the complaint.

(g) If the complaint warrants further investigation, the appropriate commander will appoint an investigation officer in accordance with AR 15-6 procedures.

(h) The Office of EO staff will closely monitor actions of the complaint(s) being processed to ensure timely resolution and keep the individual complainant informed of all status changes.

(i) The appropriate commander will make determination on the complaint after receipt of the investigating officer report.

(j) **Appendix E** shows the routing of an AMC EO Complaint.

Page 21, paragraph 6-13, Affirmative Action Plans. Add subparagraph d after subparagraph c.

d. AAPs will be developed and implemented by each MSC, and by installations and activities with an authorized EOA. Each commander required to develop an AAP will provide a copy to Commander, AMC, ATTN: AMCEE-M. AAPs will be reviewed at least annually to assess their effectiveness and need for revision.

Page 21, paragraph 6-14b. Add subparagraphs (4), (5), and (6) after subparagraph (3).

(4) EO training should be consistent with AR 350-1 and AR 600-20. EO training is required on an annual basis. Should a commander decide not to present EO training during a particular year, a specific justification for why training was not considered necessary is required and forwarded to Commander, AMC, ATTN: AMCEE-M, NLT 15 November each year.

(a) For purposes of EO training in AMC, a "unit" should be no larger than an installation/activity. When appropriate, separate training plans may be developed for various organizational elements of a particular installation.

(b) The cornerstone of AMC's EO training policy will be recurrent training based on identified training needs. The training design and methodology will flow from the training needs identified.

(c) The EO staff should be the primary staff advisers to commanders in identifying training needs and designing the training program.

1 Other staff elements may assist in these processes as appropriate.

2 The training should be presented using installation resources whenever possible (since these people will be best able to address the training needs).

3 If outside resources are needed to assist in presenting the training, the priority should be within the MSC, within AMC, from the local community/general area, or outside contractors. Outside resource instructors should only be solicited if they can be fully expected to address the identified training needs.

(5) EO training will be presented at all MSCs/installations/activities on an annual basis.

(a) EO staffs will assess the EO training needs of their organizations each year.

(b) Based on this assessment a training plan will be coordinated with appropriate staff agencies and presented to the commander for approval. It will address training activity on a fiscal year basis.

(c) The training plan will be forwarded through command channels to reach Commander, AMC, ATTN: AMCEE-M, NLT 15 November each year. At a minimum it will contain--

1 Results of the training needs assessment.

2 Specific program of instruction developed to address the training needs identified.

3 Numbers of personnel expected to attend the training sessions.

4 A specific justification for a decision not to present EO training if appropriate.

(d) In developing training plans, the need for training at the following levels must be addressed:

1 Executives.

2 Supervisors/managers.

3 All other personnel.

(e) In developing training plans, MSC/installations/activities will consider using an alternate format (e.g., special emphasis program observances, special presentations for particular, "impact groups," new employee orientations, newsletters, installation newspaper) in addition to formal training sessions.

(f) DA, AMC, and MSCs may issue periodic training planning guidance which suggest specific topics for presentation. This guidance will normally be considered in developing the next fiscal year's training assessment.

(g) Training programs will be evaluated in terms of accomplishments against objectives established in training plans.

1 MSCs/installations/activities will report on accomplishments against objectives established in training plans.

2 AMC/MSCs will assess the effectiveness of EO training programs during program evaluation visits.

(6) Continued professional development of EOAs beyond EOMI will be provided as resources permit to ensure a viable EO program is conducted.

Page 22, paragraph 6-15, Authority to collect and maintain data. Add the following:

MSCs, installations, and activities required to publish AAPs or to submit a quarterly EO Narrative and Statistical Report used to document the AMC Review and Analysis are authorized to collect data and information upon which to assess the EO climate of the organization. Sources of such information include Military Police (MP) blotter reports, Staff Judge Advocate (SJA) courts-martial and article 15 data, Inspector General (IG) complaint data, and Military Personnel Office (MILPO) data on promotions, awards, and unfavorable discharges. **Appendix F** establishes guidelines for the preparation of **AMC Form 2268-R** (AMC Equal Opportunity Narrative and Statistical Report) (RCS: AMCEE-304) which will be submitted so as to arrive NLT 20 calendar days after the end of each FY quarter.

Page 22, paragraph 6-16, Narrative and statistical report on equal opportunity progress (RCS CSGPA-1471). Add the following:

MSCs, installations, and activities will provide information required in paragraph 6-16, AR 600-20, annually, to Commander, AMC, ATTN: AMCEE-M, no later than 30 October.

Page 22, paragraph 6-17a, Selection. Add the following:

Requests by soldiers who volunteer for DEOMI training and subsequent duty as an EOA in an AMC authorized EOA position will submit an information copy of their request through Commander, AMC, ATTN: AMCEE-M.

Page 23, paragraph 6-19, Training for civilian duty positions in the Military Equal Opportunity Program at the Defense Equal Opportunity Management Institute. Add subparagraph g after subparagraph f.

g. Requests to attend the 2-week EO Staff Course at DEOMI by civilian personnel are limited to Directors of EO offices who supervise military EO personnel. These requests will be submitted through Commander, AMC, ATTN: AMCEE-M, and will include the attendee's name, grade, title, social security number, and alternate class dates.

Page 29. Add appendixes D through F.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, AMC, ATTN: AMCPA-CR, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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Appendix D

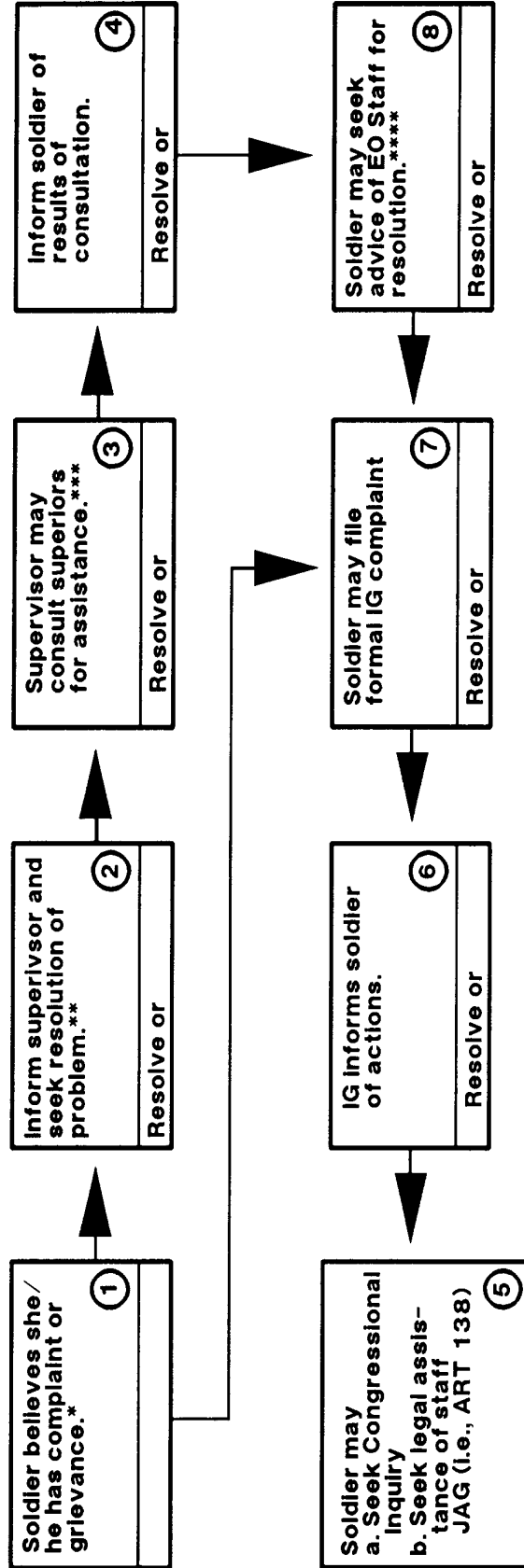
STAFFING LIST

AUTHORIZED EQUAL OPPORTUNITY ADVISER (EOA) POSITIONS

<u>COMMAND</u>	<u>AUTHORIZED GRADE</u>
AMC	E-7
AMCCOM	E-7
ARDC	E-7
AVSCOM	E-7
CECOM	E-7
SEAD	E-7
LABCOM	E-7
MICOM	E-7
TACOM	E-7
TECOM	E-7
APG	E-7
DPG	E-7
EPG	E-7
WSMR	E-7
YPG	E-7
TROSCOM	E-7

Appendix E

AMC EO COMPLAINT PROCEDURE



STEPS 1-5: INFORMAL
STEPS 6-8: FORMAL

- *Soldier can go direct to the IG without discussing complaint with supervisor.
- **Soldier may seek advice of EO staff in presenting complaint.
- ***Assistance of IG, EO or other staff element may be sought. Also investigation may be initiated (AR 15-6).
- ****EO Staff can only assist in informal resolution. Step 5 can be by-passed.

Appendix F

AMC EQUAL OPPORTUNITY NARRATIVE AND STATISTICAL REPORT (RCS AMCEE-304)

Detailed Reporting Instructions

Reporting requirements. The **AMC Form 2268-R** (AMC Equal Opportunity Narrative and Statistical Report) will be forwarded to the Commander, AMC, ATTN: AMCEE-M, to arrive NLT 20 calendar days following the close of the quarter (i.e., 20 January, 20 April, 20 July, and 20 October). The report will be submitted by all AMC major subordinate commands, installations, and activities reporting directly to Headquarters, AMC. AMC Form 2268-R will be locally reproduced on 8-1/2 by 11-inch paper.

a. Heading.

(1) Reporting period. Enter the start and end month of the reporting period, the fiscal quarter (i.e., 1st Qtr, 2d Qtr, 3d Qtr, 4th Qtr), and the fiscal year.

(2) From. Enter the name, address, and office symbol of the major subordinate command, depot, installation, or activity submitting the report.

(3) Prepared by. Enter the name and AUTOVON number of the individual who prepared the report.

b. Racial Designation. The following race/population group designations have been standardized throughout the Department of Defense. To avoid double counting of racial and ethnic group statistics, the following guide will be used:

<u>Report as--</u>	<u>Race/Ethnic Group</u>
White	Having origin in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic descent.
Black	Having origin in any of the Black racial groups of Africa or other areas, but not of Hispanic descent.
Hispanic	Mexican, Puerto Rican, Cuban, Latin American, and other Hispanic descent.
Native Americans	Aleutian, Eskimo, and United States/Canadian Indian Tribes.

<u>Report as--</u>	<u>Race/Ethnic Group</u>
Asian/Pacific Islander	Chinese, Japanese, Korean, Filipino, Indian, Vietnamese, other Asian descent, Melanesian, Micronesian, Polynesian, other Pacific Island descent.
Other/unknown	A member of a race not included above or does not know the race.

For definition of race and ethnic codes refer to DA Pamphlet 600-26, The Department of the Army Affirmative Actions Plan, 1 October 1978, with change 1, dated 15 October 1979, or AR 680-29, paragraph 1-29, 1-61, and 1-71.

c. Section A. Military Justice Actions. Enter number by categories shown of Article 15s, Special Courts-Martial, and General Courts-Martial. Figures should only reflect actions taken against AMC-assigned and attached personnel. Provide details on each military justice action in Section H "Remarks." Details will include the name of the installation/activity where service member is assigned, race/ethnic group and gender of service member, specific charge to include the article and the violation, and the punishment administered. EXAMPLE: HQ AMC, 1 White/Male, Grade, Article 86, failure to be at appointed place of duty, \$100 fine/suspended.

d. Section B. Unfavorable Discharges. Include only discharges given under AR 635-200, chapter 9 (Alcohol and Other Drug Abuse), chapter 10 (For the Good of the Service), chapter 13 (Unsuitability), and chapter 14 (Misconduct). Provide details in Section H "Remarks" for each unfavorable discharge given. Details will include name of installation/activity where service member is assigned, race/ethnic group, gender, and chapter under which discharge is being administered. Do not report Honorable discharges that have no negative impact on the command.

e. Section C. Complaints of Discrimination. Enter number of discrimination complaints filed with EO Office during the reporting period. Include complaints of tenant personnel only if the complaint involves an area for which the host unit is responsible. Provide a detailed narrative on each complaint in Section H "Remarks." The narrative for each complaint will include the following information in Section H, "Remarks":

(1) Grade, REDCAT, gender of soldier filing complaint.

(2) Grade, REDCAT, gender of soldier complaint is filed against (indicate if against commander ("C") or supervisor ("S")).

(3) Basis of complaint (type of discrimination or sexual harassment).

(4) Substantiated or unsubstantiated to include method of substantiation (EO Inquiry, AR 15-6, ART 138, IG, or other).

(5) Corrective action by commander (UCMJ, relieved from command, etc.) and preventive measures if applicable (training, formations, etc.).

(6) Discrimination in off-post housing (number of complaints, basis of discrimination, and whether substantiated).

f. Section D. Enlisted Promotions.

(1) Eligible. Enter number by categories shown of all personnel eligible for promotion by time in grade/time in service and by waiver. NOTE: Once a soldier becomes eligible, he/she will remain eligible until selected or removed from eligible status because of an adverse action. If soldier is not selected during the quarter in which he/she becomes eligible, soldier must be recounted each quarter until either selected or removed from eligible list.

(2) Selected. Enter number by categories shown of all soldiers selected for promotion during the quarter (standing list).

g. Section E. Equal Opportunity Training. There are four spaces to fill in for each group; military and civilian supervisors of military. In the first space, enter the numerical goal for the reported quarter; in the second space, enter the number of personnel that actually received training during the reported quarter; in the third space, enter the annual numerical goal; and in the fourth space, enter the cumulative number of personnel trained to date. The civilian goal will include all civilian supervisors of military. For military, the goal is all assigned and attached soldiers. Where host/tenant agreements require the reporting command to train tenants, the civilian and military goals will include these personnel.

h. Section F. Awards. Enter the number of personnel receiving the Certificate of Commendation, Army Achievement Medal, Army Commendation Medal, or Meritorious Service Medal during the quarter.

i. Section G. Bars to Reenlistment. Enter the number by categories shown of bars to Reenlistment completed during the reporting period. Figures should only reflect actions against AMC-assigned and attached personnel. Provide details in section H Remarks." Details will include installation/activity where soldier is assigned, grade of soldier, race/ethnic group, gender, and specific personnel action resulting in Bar to Reenlistment.

j. Section H. Remarks. In addition to the required comments in Section A, B, C, and G add any significant information that may provide a better view of the individual command, i.e., serious incident reports (SIR) having racial overtones. If additional space is needed for comments, continue on the back of the page or attach an additional sheet.

k. Approving Official. The last entry on the Narrative and Statistical Report is the name, grade, title, and signature of the approving official and the date the form is signed. The approving official will be a member of the command group; i.e., Commanding General/Commander, Deputy, or the Chief of Staff.

AMC EQUAL OPPORTUNITY NARRATIVE AND STATISTICAL REPORT AMC SUPPL 1 TO AR 600-20										REQUIREMENT CONTROL SYMBOL AMCEE-304	
FROM:										REPORTING PERIOD:	
REPORT PREPARED BY:											

SECTION A. MILITARY JUSTICE ACTIONS												
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK	TOTAL
	M	F	M	F	M	F	M	F	M	F		
ARTICLE 15												
SPECIAL COURT-MARTIAL												
GENERAL COURT-MARTIAL												

SECTION B. UNFAVORABLE DISCHARGES												
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK	TOTAL
	M	F	M	F	M	F	M	F	M	F		
UNFAVORABLE DISCHARGES												

SECTION C. COMPLAINTS OF DISCRIMINATION												
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK	TOTAL
	M	F	M	F	M	F	M	F	M	F		
COMPLAINTS												

SECTION D. ENLISTED PROMOTIONS												
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK	TOTAL
	M	F	M	F	M	F	M	F	M	F		
E5 ELIGIBLE SELECTED												
E6 ELIGIBLE SELECTED												

SEE REVERSE

Previous Editions Are Obsolete

AMC FORM 2268-R
1 MAY 87

SECTION E. EQUAL OPPORTUNITY TRAINING											
	QUARTER		FISCAL YEAR								
	GOAL	ACCOMPLISHED	GOAL	ACCOMPLISHED							
MILITARY											
CIVILIAN SUPVR OF MIL											

SECTION F. AWARDS													
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	
CERT OF COMMENDATION													
ARMY ACHIEVEMENT MEDAL													
ARMY COMMENDATION MEDAL													
MERITORIOUS SERVICE MEDAL													

SECTION G. BARS TO REENLISTMENT													
	WHITE		BLACK		HISPANIC		NAT AM		AS/PAC IS		OTHER/UNK		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	
E1 - E3													
E4 - E6													
E7 - E9													

SECTION H. REMARKS	

TYPED NAME, GRADE AND TITLE OF APPROVING OFFICIAL:	SIGNATURE OF APPROVING OFFICIAL:
DATE:	